



**Indiana
Professional
Licensing
Agency**

State Board of Cosmetology and Barber Examiners
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-3031
Website: PLA.IN.gov

Michael R. Pence, Governor

Nicholas W. Rhoad, Executive Director

Indiana License Renewal Application	Box #1 <u>Indicate License Number Here:</u>	Box #2 <u>Indicate Your Expiration Date Here</u>	Fee See Fee Information Below
	Box #3 <u>Indicate Your Name And Address Here</u>	Box #4 <u>Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (if yes to questions 1-3, please attach details of action taken)</u> 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Have you been convicted of or pled guilty to a violation of a federal or state law or are criminal charges pending? YES NO I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
	Box #5 <u>Indicate Your Social Security Number Here</u>		
	Box #6 <u>Indicate Your Email Address Here:</u>	Box #7 <u>Signature of Applicant</u>	Box #8 <u>Date Signed</u>
<u>Make Check Payable and Mail To:</u> Indiana Professional Licensing Agency		<u>Mailing Address:</u> 402 W. Washington St. Room W072, Indianapolis, IN 46204	

➤ **Instructions: (Use one form for each license you are renewing):**

- **BEAUTY CULTURE OR BARBER PROFESSIONAL LICENSE:** Complete Box #1 through #8 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee. **PLEASE PRINT LEGIBLY, AS AN INABILITY TO READ YOUR RENEWAL FORM WILL CAUSE A DELAY IN THE RENEWAL OF YOUR LICENSE. ALL LATE RENEWALS WILL BE SUBJECT TO A \$50 LATE FEE.**
- **SALON OR SHOP LICENSE:** Complete Box #1, 2, 3, 5, 6, 7, and 8 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee.

➤ **Fees:** Renewal fee \$40 if renewing on time. Renewals must be postmarked by your expiration date to be considered timely. If renewing after the expiration date of your license, please see the fee information below.

- **ALL LICENSES RENEWING ONE (1) DAY TO THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee and \$50 late for a total of \$90.
- **BEAUTY CULTURE AND BARBER PROFESSIONALS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee plus \$40 restoration fee for a total of \$80. Examination is required if renewing more than three (3) years past your expiration date. BEFORE SUBMITTING ANY FEES FOR LICENSE RESTORATION, please go to <http://www.in.gov/pla/2944.htm> for complete instructions on how to restore your cosmetology or barber professional license.
- **SALONS AND SHOPS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee and \$40 restoration fee for a total of \$80. Application will be considered by the board after an inspection of the salon is completed.

- **Beauty Culture Professional:** This term includes Cosmetologists, Manicurists, Estheticians, Electrologists, and Beauty Culture Instructors.
- **Name Change:** When renewing by mail, please attach a copy of appropriate documentation (such as a copy of your marriage certificate, divorce decree, or social security card) to this form. If renewing online, submit your documentation to the address above.
- **Receiving Your License:** The Indiana Professional Licensing Agency no longer issues a courtesy license after issuance or renewal. You will need to order your license online at <https://mvlicense.in.gov/EGov/Login.aspx>. You may order and print a free license or order and purchase a license that will be printed on blue certificate card stock paper and mailed to you. Both of these meet posting requirements.
- **License Verification:** If you need to verify your license to another state or for any other reason, you can obtain a "Digital Certification" from our website. Go to www.pla.in.gov - select the License Express link. This is the only license certification available from the Indiana Professional Licensing Agency.